

**Travel & Expense Account
Transmittal Sheet**

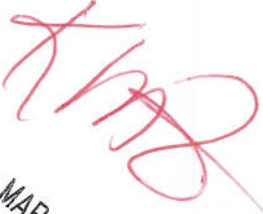
After Approval, Mail Receipts To

Employee Name	Dufauchard, Preston
Expense Dates	02/03/09-02/25/09
Total Expense Amount	617.89
Amount Due Employee	402.75
Form ID	TEA000416507

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/03	Parking, Auto	11.01	
2)	02/09	Railroad Fare	13.80	
3)	02/09	Railroad Fare	13.80	
4)	02/17	Railroad Fare	13.80	
5)	02/17	Railroad Fare	13.80	
6)	02/24	Railroad Fare	13.80	
7)	02/24	Railroad Fare	13.80	

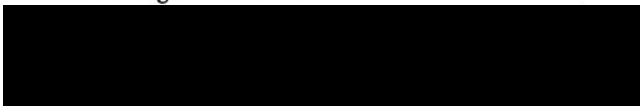

MAR 25 2009

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	

I have reviewed the following documents.

Approved
by:



Michele Bond

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 02/03/09-02/25/09
Report Name February 2009

Request Total \$ 617.89
Direct Charge Total - 215.14
Travel Advances - 0.00
Net Due Employee = 402.75

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sac. Meetings	385.74
Regular Travel	LA meeting	232.15

NOTE: (d)=Direct Charge

DATE	Tue Feb 3									TOTAL
Commercial Air Fare (d)	119.20									119.20
Parking, Auto	11.01									11.01
Auto Rental (d)	95.94									95.94
Breakfast	6.00									6.00
TOTALS \$	232.15									232.15

DATE	Mon Feb 9	Mon Feb 9	Tue Feb 10	Tue Feb 10	Tue Feb 17	Tue Feb 17	Wed Feb 18	Wed Feb 18	Tue Feb 24	TOTAL
Railroad Fare	13.80	13.80			13.80	13.80			13.80	82.80
Mileage, Personal Auto			50.49	50.49			50.49	50.49		302.94
TOTALS \$	13.80	13.80	50.49	50.49	13.80	13.80	50.49	50.49	13.80	385.74

DATE	Tue Feb 24	Wed Feb 25	Wed Feb 25							TOTAL
Railroad Fare	13.80									82.80
Mileage, Personal Auto		50.49	50.49							302.94
TOTALS \$	13.80	50.49	50.49							385.74

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	LA meeting	02/03/09	Commercial Air Fare	119.20	Direct Charge
Regular Travel	LA meeting	02/03/09	Parking, Auto	11.01	Cash
Regular Travel	LA meeting	02/03/09	Auto Rental	95.94	Direct Charge
Regular Travel	LA meeting	02/03/09	Breakfast	6.00	Cash
Non-Travel Expenses	Sac, Meetings	02/09/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac, Meetings	02/09/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac, Meetings	02/10/09	Mileage, Personal Auto	50.49	Cash
Non-Travel Expenses	Sac, Meetings	02/10/09	Mileage, Personal Auto	50.49	Cash
Non-Travel Expenses	Sac, Meetings	02/17/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac, Meetings	02/17/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac, Meetings	02/18/09	Mileage, Personal Auto	50.49	Cash
Non-Travel Expenses	Sac, Meetings	02/18/09	Mileage, Personal Auto	50.49	Cash
Non-Travel Expenses	Sac, Meetings	02/24/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac, Meetings	02/24/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac, Meetings	02/25/09	Mileage, Personal Auto	50.49	Cash
Non-Travel Expenses	Sac, Meetings	02/25/09	Mileage, Personal Auto	50.49	Cash